



## VACANCY ANNOUNCEMENT #16-USPO-04

### U.S. PROBATION OFFICE

#### WESTERN DISTRICT OF ARKANSAS

## United States Probation Officer

Full-Time Permanent

Location: Fayetteville, AR

Starting Salary Range (depending on experience & qualifications):

CL-27 (\$47,390 – \$77,030)

CL-28 (\$56,797 - \$92,336)

*This position has promotion potential to CL-28 without further competition (at the discretion of the CUSPO).*

OPENING DATE: August 24, 2016

CLOSING DATE: Open until filled. Applications received by September 7, 2016 will be given preference.

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### POSITION OVERVIEW

The United States Probation & Pretrial Services Office for the Western District of Arkansas is currently accepting applications for the position of United States Probation Officer. U.S. Probation Officers serve in a judiciary law enforcement capacity and assist in the fair administration of justice, provide community safety, conduct objective investigations, supervise offenders/defendants, and interact with outside agencies and community members.

### DUTIES & RESPONSIBILITIES

For a detailed list of duties and responsibilities, visit [www.arwp.uscourts.gov](http://www.arwp.uscourts.gov) to view the complete position description.

### MINIMUM QUALIFICATIONS

To qualify for this position, the applicant must have demonstrated the ability to:

- Conduct legal research related to varied complex and difficult legal issues.
- Analyze and summarize legal concepts and issues.
- Apply legal reasoning and critical thinking.
- Compile and summarize information (such as background checks and criminal histories) within established timeframes.
- Organize and prioritize work, work independently with little or no supervision, and exercise discretion.
- Work well under pressure of short deadlines.
- Interact and communicate effectively (orally and in writing) with people of diverse backgrounds.
- Use automated equipment including mobile devices, word processing, spreadsheet, and database applications, and various other types of software.
- Be innovative and creative and contribute to a positive work environment.

### COURT PREFERRED SKILLS/EXPERIENCE:

- Knowledge of the roles and functions of the federal probation and/or pretrial services offices, including knowledge of the legal requirements, practices and procedures used in probation, parole, and/or pretrial services. Knowledge of how other judicial processes and procedures relate to the officer's roles and responsibilities.
- Bilingual (Spanish/English) skills are preferred.

### REQUIRED EDUCATION

Completion of a bachelor's degree from an accredited college or university in a field of academic study, such as criminal justice, criminology, psychology, sociology, human relations, or business or public administration, which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position.

### REQUIRED EXPERIENCE

In addition to meeting the above education requirements, applicants must also have specialized experience in the amounts shown in the table below:

Level	Minimum Experience
CL-27	Two years of specialized experience, including at least one year equivalent to work as a CL-25 or the completion of a master's degree in a field of study closely related to the position, or a Juris Doctor (JD) degree.
CL-28	Two years of specialized experience, including at least one year equivalent to work as a CL-27.

**Specialized Experience:** Progressively responsible experience, gained after completion of a bachelor's degree, in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment. Experience as a police, custodial, or security officer, other than any criminal investigative experience, is not creditable.

## MEDICAL REQUIREMENTS & EXAMINATION

The duties of probation officers require the investigation and management of convicted criminal offenders who present physical danger to officers and to the public. In the supervision, treatment, and control of these offenders, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination necessary to operate a firearm, and use of self-defense tactics. On a daily basis, these officers face unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals who are convicted of committing Federal offenses. Prior to appointment, the selectee considered for this position is required to undergo an extensive medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determination by the court. In addition, as a condition of employment, the incumbent will be subject to ongoing random drug screening, updated background investigations every five years, and as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations. The medical requirements for law enforcement officers are available for public review on the [www.uscourts.gov](http://www.uscourts.gov).

## BACKGROUND INVESTIGATION

A high sensitive background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the background investigation. Unsatisfactory results may result in termination of employment.

## MAXIMUM ENTRY AGE

U.S. Probation/Pretrial Officers are covered under the law enforcement retirement provision that requires mandatory separation at the age of 57 with at least 20 years of service due to the physical requirements of the position. First-time appointees must not have reached their 37th birthday at the time of appointment. Applicants age 37 or over who have previous law enforcement officer experience under the Civil Service Retirement System (CSRS) or the Federal Employees' Retirement System (FERS) and who have either a subsequent break in service or intervening service in a non-law enforcement officer position may have their previous law enforcement experience subtracted from their age to determine whether they meet the maximum age requirement.

## BENEFITS

The U.S. Probation Office offers a competitive salary and an excellent benefit package. Benefit information is available at <http://www.uscourts.gov/careers/benefits>.

## APPLICATION PROCEDURES

Applicants selected for interviews must travel at their own expense. Qualified applicants will be tested. **Applicants should submit a complete packet which includes: (1) a letter of interest, (2) a current and detailed resume, (3) list of references, and (4) a completed Application for Judicial Branch Federal Employment (Form AO-78).** You may download this form from our website [www.arwp.uscourts.gov](http://www.arwp.uscourts.gov). Date of birth and undergraduate GPA must be reported on the application form. Incomplete packets will not be considered. Applicant materials submitted in addition to the required documents will not be considered or retained. Email your complete packet to: [hr@arwp.uscourts.gov](mailto:hr@arwp.uscourts.gov) (single PDF document preferred). Please reference the vacancy announcement number in the subject of the email. Due to the volume of applications received, only candidates who are selected for testing and interviews will receive a response regarding their application and only applicants who are interviewed will receive a response regarding their application status.

## ADDITIONAL INFORMATION

This position is subject to mandatory electronic funds transfer (direct deposit). The U.S. Probation Office provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Chief U.S. Probation Officer may elect to select a candidate from the original qualified applicant pool. The U.S. Probation Office reserves the right to modify the conditions of this job announcement or withdraw the announcement, which may occur without prior written or other notice.

*The United States Probation Office for the Western District of Arkansas is an Equal Opportunity Employer and values diversity in the workplace.*